



Department of Energy
Environmental Management
Policies and Procedures



Preparation and Management of Procedures

EM-6.4
Revision 0

Prepared: [Signature] June 10, 1999
Procedure Owner Date

Reviewed: [Signature] June 10, 1999
Program Manager - Procedures Date

David M. Carden June 10, 1999
Program Manager - QA Date

Concurred: [Signature] 6/10/99
Sponsoring Team Lead Date

[Signature] 6/14/99
Sponsoring Group Lead Date

Approved: [Signature] 6/18/99
Assistant Manager for Environmental Management Date

1.0 PURPOSE

This procedure establishes the responsibilities, requirements, and instructions for the uniform preparation and management of procedures for Oak Ridge Operations (ORO) Environmental Management (EM).

2.0 SCOPE

This procedure applies to the development of all EM related procedures and forms that address the implementation and management of ORO EM's Environmental Management System (EMS). Conformance with this procedure will demonstrate the uniform preparation and management of procedures in conformance with the EMS standard. Other working EM documents, such as, policies, charters, and work aids, are exempt from this procedure.

3.0 REFERENCES AND DEFINITIONS

3.1 REFERENCES

EM-5.5 *EMS Standard*

EM-6.3 *Document Control*

EM-8.1 *Preparation and Review of Technical Reports and Documents*

3.2 DEFINITIONS

No definitions are needed for this procedure.

4.0 RESPONSIBILITIES

4.1 PROGRAM MANAGER - QUALITY ASSURANCE (QA)

The Program Manager - QA or designee is responsible for:

assigning a preparer (procedure owner) when the need for a procedure has been identified; and

reviewing new procedures, and revisions thereto.

4.2 EM STAFF

- 4.2.1 serving as, or identifying someone to serve as, the Procedure Owner for procedures in his/her area of responsibility.
- 4.2.2 identifying the need for development of procedures within his/her primary area of responsibility;

4.3 PROCEDURE OWNER

The Procedure Owner, as the individual given the responsibility of preparing a procedure or the EM team lead for a programmatic area addressed by the procedure, is responsible for:

- 4.3.1 preparing the identified procedure in a complete, concise, and accurate manner ensuring that all procedural steps reflect the actual work to be accomplished.
- 4.3.2 maintaining a file of corrections to be incorporated into the next procedure revision;
- 4.3.3 reviewing new procedures, and revisions thereto, when assigned as a reviewer; and
- 4.3.4 providing training and support to assure implementation of actions specified in the procedure within his/her primary area of responsibility.

4.4 PROGRAM MANAGER - PROCEDURES

The Program Manager - Procedures is responsible for:

- 4.4.1 obtaining draft procedure from the owner and ensuring that proper format is followed;
- 4.4.2 coordinating procedural review and comments from appropriate EM staff;
- 4.4.3 informing the document custodians when a procedure is discontinued from use or superseded by another procedure; and
- 4.4.4 obtaining concurrence signatures after comment resolution;

controlling distribution of approved policies and procedures; and

4.4.6 electronic posting of current procedures.

maintaining official listing of procedures that have been identified that are under preparation ,or that have been issued and who is the procedure owner of each.

5.0 PROCEDURE

5.1 PROCEDURE PREPARATION

procedures shall be uniform and consistently developed using the procedure format outlined below (note: to show procedure preparation differentiation within the procedural framework, headings are not bold typed), if applicable. Other EM documents, such as policies, charters, and work aids are exempt of the following the proposed format.

1.0 PURPOSE

(Use all capital and bold letters in procedure headings)

Describe the objective of the procedure (example: This procedure describes the method for...).

2.0 SCOPE

Identify the specific application of the procedure and the EM activities to which it applies. Include any restrictions on the procedure application (Example: This procedure applies to all EM staff and EM management personnel).

3.0 REFERENCES AND DEFINITIONS

3.1 REFERENCES

3.1.1 List those documents used in the preparation of the procedure being written. The following information shall be included:

1. Author [organization or person(s)]
2. Date published
3. Complete title [complete publications are italicized and parts of publications are placed in quotation marks (example: DOE. 1994, Treatability Study for Gunite and Associated Tanks. Oak Ridge, TN.)]
4. Publisher
5. Location published (city, state)

3.2 DEFINITIONS

Define here only the terms that are unique to the procedure being written and would not be readily understood.

4.0 RESPONSIBILITIES

Identify the individual(s) or organization(s) who have the major responsibility for the implementation of the procedure. Restrict this to EM personnel who have direct involvement in the subject activity.

5.0 PROCEDURE

Provide the detailed methodology to implement the requirements of the process being described, including reference in the text to any attachments.

6.0 RECORDS

List all documentation generated as a result of this procedure. Include a statement that such documentation shall be collected and maintained in accordance with DOE Order 1324.2A "Records Disposition."

7.0 ATTACHMENTS

List all exhibits, illustrations, forms, appendices, etc., referred to in the procedure text.

review of draft procedures will be conducted and documented using the EM procedure for Technical Document Review.

- 5.1.3** once a final procedure is prepared , the Program Manager - Procedures will coordinate concurrence and approval. The format of the review/ concurrence/approval page is provided as Attachment 2.

5.2 PROCEDURE MANAGEMENT

Successful implementation of an environmental management system is partially dependent on how an organization locates, reviews, revises, removes, and distributes its procedures and associated environmental documentation.

Procedure Location - EM procedures will be maintained electronically on-line on the ORO-EM Home Page (<http://www.oro.doe.gov/em/procedures/index.htm>) to allow ready access by EM staff. (2) Original hard-copies of each procedure (control copy) will be maintained by the Program Manager - Procedures and the Procedure Owner.

Procedure Review - Each procedure will be reviewed every three years by the respective Procedure Owner. Any changes or recommended revisions will be submitted to the Program Manager - Procedures. Records of procedural reviews and approvals will be maintained by the Program Manager - Procedures.

Procedure Revisions - Will be maintained in files kept by the Program Manager - Procedures, will incorporate the changes or revisions into the latest approved version of the procedure. Minor changes can be incorporated without further review or approval. Substantive, changes/revisions as determined by the Program Manager- Procedures will require review approval as described in 5.1.2 and 5.1.3. After approval, the revisions will be made on the on-line (Internet) procedures along with notification of the revised procedure. If necessary, emergency changes to the procedures (i.e., "blue-sheeting") may be made by documenting the need for the change (see Attachment 2 - Initial Procedure Review Form). A new revision number must be assigned to each new revision. A hard copy of all revised procedures (current and dormer revisions) will be maintained by the Program Manager - Procedures.

5.2.4 Procedure Removal/Cancellation - The Program Manager - Procedures will inform the EM staff by electronic mail when a procedure is discontinued from use or superseded by another procedure.

Procedure Distribution - Procedures will be accessible to EM staff on-line via the ORO EM Home Page (access will be read-only to prohibit staff from inadvertently modifying the procedure). The user is responsible for checking that the revision number of the printed document matches the revision number of the controlled document in the Implementing Command Media. Controlled copies of the procedure will be maintained by the Program Manager - Procedures.

6.0 RECORDS

All documentation generated as a result of this procedure shall be collected and maintained in accordance with EMS requirements.

7.0 ATTACHMENTS

Attachment 1 - Approval Page Format

Attachment 2 - Initial Procedure Review Form



Attachment 1 Approval Page Format



Department of Energy Environmental Management Policies and Procedures

{Name of Procedure}

{Number of Procedure}

{Revision number}

Prepared:

Procedure Owner

Date

Reviewed:

Program Manager - Procedures

Date

Program Manager - QA

Date

Concurred:

Sponsoring Team Lead

Date

Sponsoring Group Lead

Date

Approved:

Assistant Manager for Environmental Management

Date

Attachment 2

**OAK RIDGE ENVIRONMENTAL MANAGEMENT
INITIAL PROCEDURE REVIEW FORM**

REVISION ORDER ☐

Effective Date:

PROCEDURE TO BE CHANGED:

Page 1 of

(Manual Number)

(Procedure Number and Title)

(Procedure Date)

(Revision Number)

Reason for Change:

| SECTION | DESCRIPTION OF CHANGE |
|---------|-----------------------|
|---------|-----------------------|

Prepared:

Procedure Owner

Date

Reviewed:

Program Manager - Procedures

Date

Program Manager - QA

Date

Concurred:

Sponsoring Team Lead

Date